

**IRON COUNTY  
POSITION DESCRIPTION**

**POSITION:** Forest Administrator

**DEPARTMENT:** Forestry and Parks Department

**LOCATION:** Forestry and Parks Office

**REPORTS TO:** Iron County Forestry and Parks Committee of the Iron County Board of Supervisors

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**PURPOSE OF POSITION:**

The primary duty of this position shall be to administer all operations of the Iron County Forest in accordance with Wisconsin Stats 28.11, Title 12 of Iron County Ordinances and applicable Wisconsin Department of Natural Resources administrative codes. Additional duties of this position include administering forest management on non-county forest land owned by Iron County, administration of all county recreational facilities and trails and management of all other facilities that are under the control of the Iron County Forestry and Parks Committee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.**

**A. ADMINISTRATION AND SUPERVISION**

1. Supervise all employees of the forestry department, all department operations and the operation and maintenance of all forestry buildings and equipment.
2. Prepare annual work plans and budgets.
3. Prepare proposed policies and procedures.
4. Prepare and submit an annual report to the County Board.
5. Hire park caretakers at the direction of the Forestry Committee.
6. Investigate proposals for development of new recreational facilities on County Forest land and report on those to the Forestry Committee.
7. Prepare applications for federal, state and foundation grants that can be used for facility maintenance, repair, improvement or for the construction of new facilities.
8. Collaborate with, work in concert with and share equipment, facility space, and other assets with the Iron County Highway Department, so as to promote the efficiency and financial betterment of both departments and the County of Iron.
9. Collaborate with the Iron County Sheriff's Department in the hiring, supervision, training and funding of the Iron County Recreational Safety Officer. Such collaboration shall include,

but shall not be limited to, sharing of equipment and facilities, and cooperation in the application for and administration of applicable grants.

**B. TIMBER SALES**

1. Establishment of timber sales in compliance with management goals and plans specified in the County Forest Fifteen Year Comprehensive plan, and in compliance with the annual work plan.
2. Prepare timber sale prospectuses, publicly advertise timber sale bid openings, and accept bids for timber sale tracts.
3. Preside over public timber sale bid openings, record all timber sale bids received and report the results to the Forestry Committee for their consideration.
4. Negotiate the direct sale of small miscellaneous lots of timber or cut forest products in compliance with Wisconsin Statute 28.11 and report results to the Forestry Committee.
5. Handle and dispose of all timber sale bid securities.
6. Draft timber sale contracts, obtain signatures and obtain and deposit all contract securities according to procedures prescribed by the Forestry Committee.
7. Ensure timber sales are field checked for compliance with contract provisions, taking corrective action on violations and report to Forestry Committee on contract violations.
8. Maintain records of timber harvesting progress, stumpage billings and monetary status of all sales. Ensure cut products are scaled where required.
9. Effect closure and final settlement of timber sale contract upon their satisfactory completion.
10. Prepare and submit timber harvest cutting reports to the Wisconsin Department of Natural Resources.
11. Sell and administer the sale of Christmas trees, boughs and other miscellaneous forest products.

**C. TREE PLANTING, TIMBER STAND IMPROVEMENT, TRAIL, FOREST ROAD AND FIRE BREAK CONSTRUCTION PROJECTS.**

1. Implement projects as outlined in the annual work plan.
2. Recruit, hire and supervise temporary labor.
3. Maintain time and cost records.
4. Arrange for the purchase, maintenance and repair of required tools and equipment.

**D. LAND ACQUISITION, ENTRY AND WITHDRAWAL**

1. Review lands to which the County has taken tax title and that lie within the County Forest. Report to the Forestry Committee on lands that are suitable for entry into the County Forest.
2. Verify County ownership of lands to be entered into the County Forest, prepare applications for entry of those lands, secure appropriate signatures on entry forms and transmit completed applications to the WDNR.
3. Investigate proposed withdrawals of lands from the County Forest, including intended uses, land capability and other relevant factors and report findings to the Forestry Committee.

4. When appropriate, contact private owners of lands located within the County Forest to determine their interest in selling those lands to the County.
  5. Arrange for appraisal of lands and negotiate for their acquisition.
- E. SPECIAL USE PERMITS, EASEMENTS AND RIGHT OF WAY
1. Investigate and report to the Forestry Committee on proposals for easements, access agreements, gravel pits and other special uses of County Forest lands. Assist applicants in finding suitable locations. Submit plans, surveys and proposals to the Forestry Committee.
  2. Periodically inspect special use areas approved by the Forestry Committee for compliance with permit requirements.
- F. TRESPASS
1. Investigate reports of unauthorized use of County Forest land, timber and resources.
  2. Determine and appraise damages and report to Forestry Committee.
  3. Take remedial action and authorized by the Forestry Committee.
- G. RECREATION PROGRAMS
1. Administer all County recreational facilities, which shall include but not be limited to the following:
    - a. Parks
    - b. Saxon Harbor
    - c. Boat Landings
    - d. Snowmobile Trails
    - e. All-Terrain Vehicle Trails
    - f. Hiking Trails
    - g. Cross-Country Ski Trails
  2. Provide for the proper maintenance of all County recreation facilities.
  3. Collect user fees and remittances as needed and maintain related records and reports.
  4. Recommend to the Forestry Committee any necessary action related to County recreation facilities.
  5. Hire park caretakers at the direction of the Forestry Committee.
  6. Investigate proposals for development of new recreational facilities on County Forest land and report on those to the Forestry Committee.
  7. Prepare applications for federal, state, and foundation grants that can be used for facility maintenance, repair, improvement and construction of new facilities.
- H. FORESTRY COMMITTEE MEETING FUNCTIONS
1. Attend Forestry Committee meetings.
  2. Represent the Forestry Committee as their agent.
  3. Prepare, post and publish the agenda for Forestry Committee meetings in compliance with statutory requirements public meetings.
  4. Maintain records of Forestry Committee meeting minutes which include easements, actions and policies adopted.

I. LAND CONTROL

1. Provide for the establishment and preservation of survey corner monuments and boundaries of County owned lands.
2. Maintain a computerized Geographic Information System (GIS) for the County Forest in cooperation with the Register of Deeds, GIS Department and the County Land Information Committee.
3. Maintain a file of survey corner and County Forest property line location records.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

1. A Bachelor of Science degree in Forestry from an accredited college or university by the Society of American Foresters.
2. A Wisconsin driver's license, or the ability to obtain a Wisconsin driver's license within 60 days of the date of employment.
3. At least three years of field experience in forest management work that includes the preparation of timber sale harvesting tracts for sale and the administration of contracts for the harvesting of timber.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to perform strenuous outdoor work in adverse weather conditions including: heat, cold, snow, rain and smoky conditions.
2. Ability to write legible and accurate letters, reports, instructions and other written correspondence.
3. Ability to make oral presentations to public groups in a variety of settings, including: meetings, public hearings, court testimony, testimony to political bodies, County Board meetings, and meetings of private groups.
4. Ability to interact with persons who are upset or angry in a positive and constructive manner.
5. Knowledge of at least the basic principles commonly used for the management of Northern Hardwood timber stands.
6. Ability to develop and maintain teamwork among supervised employees.

**Iron County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**